

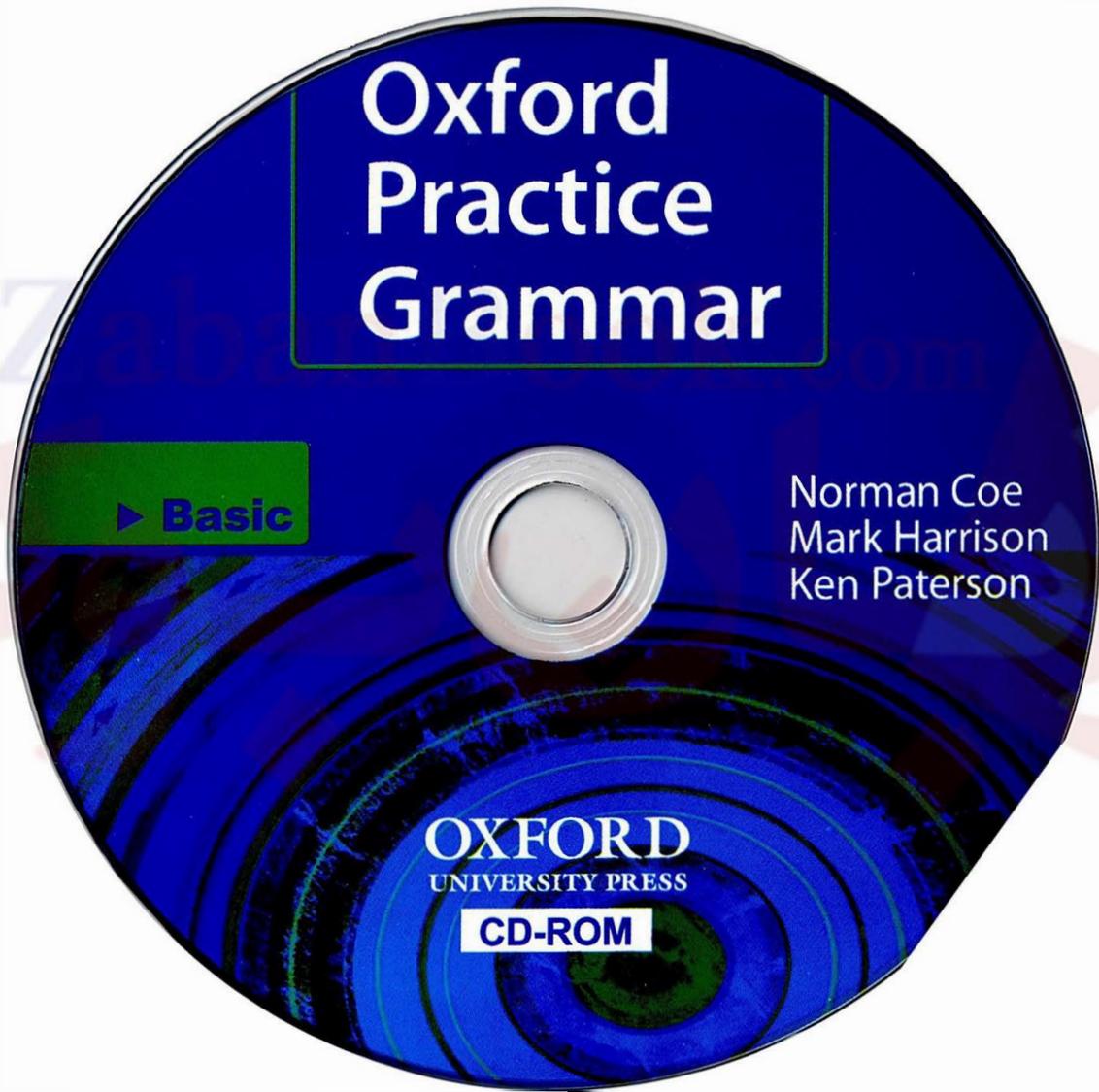


Basic

# Oxford Practice Grammar

with answers

Norman Coe  
Mark Harrison  
Ken Paterson



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# 1 Be: Present Simple (1)

Tenses: present

- 1** Here are some examples of **be** in the Present Simple:
- This is my brother. He's ten years old.*  
*I'm a student. These are my books.*  
*They aren't at home. They're at the theatre.*

**2** We form the Present Simple of **be** like this:

POSITIVE	FULL FORM	SHORT FORM
Singular	<i>I am</i>	<i>I'm</i>
	<i>you are</i>	<i>you're</i>
	<i>he/she/it is</i>	<i>he's/she's/it's</i>
Plural	<i>we are</i>	<i>we're</i>
	<i>you are</i>	<i>you're</i>
	<i>they are</i>	<i>they're</i>

NEGATIVE	FULL FORM	SHORT FORM
Singular	<i>I am not</i>	<i>I'm not</i>
	<i>you are not</i>	<i>you aren't</i>
	<i>he/she/it is not</i>	<i>he's/she's/it isn't</i>
Plural	<i>we are not</i>	<i>we aren't</i>
	<i>you are not</i>	<i>you aren't</i>
	<i>they are not</i>	<i>they aren't</i>

- 3** In speech, we usually use the short forms:
- She's my sister.      He's my brother.*  
*I'm from Italy.      They're German.*

**4** We use **be**:

- ▶ to say who we are:  
*I'm Steve and this is my friend William.*  
*We're from Scotland.*  
*I'm Jessica and these are my sisters. This is Amber and this is Penelope. Amber and Penelope are doctors.*
- ▶ to talk about the weather:  
*It's cold today.*  
*It's a beautiful day.*  
*It's usually hot here*  
*It isn't very warm today.*
- ▶ to talk about the time:  
*It's ten o'clock.*  
*It's half past four.*  
*You're late!*
- ▶ to talk about places:  
*Milan is in the north of Italy.*  
*John and Mary are in Yorkshire.*
- ▶ to talk about people's ages:  
*My sister is six years old.*

**A** Maria is from Brazil. She is writing about herself and her family. Put full forms of **be** in the gaps.

- |  |   |
|--|---|
| ◆ I am _____ a student from Brazil.    | 4 I _____ 20 years old.                   |
| ◆ My parents are not _____ (not) rich. | 5 My little brother _____ two.            |
| 1 My father _____ a teacher.           | 6 My older brothers _____ (not) students. |
| 2 My mother _____ (not) Brazilian.     | 7 They _____ in the army.                 |
| 3 She _____ from America.              | 8 It _____ often very hot in Brazil.      |

**B** Now fill these gaps. This time, use short forms of **be**.

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| ◆ I'm _____ a doctor.                 | 5 It _____ (not) cold today.    |
| ◆ I'm not _____ (not) a bank manager. | 6 It _____ eight o'clock.       |
| 1 She _____ (not) a teacher.          | 7 We _____ from Paris.          |
| 2 He _____ a student.                 | 8 We _____ (not) from Bordeaux. |
| 3 They _____ at home.                 | 9 You _____ (not) 21 years old. |
| 4 They _____ (not) in the park.       | 10 I _____ 24 years old.        |

# 2 Be: Present Simple (2)

Tenses: present

## 1 We use **be**:

- ▶ to talk about how we feel:  
*I'm happy. They're sad.*  
*They're bored. She's tired.*  
*We're hungry. I'm thirsty.*  
*He isn't afraid. They're cold.*
- ▶ to greet people:  
 William: *Hello. How are you?*  
 Jasmine: *I'm fine thanks. How are you?*
- ▶ to apologize:  
*I'm sorry I'm late.*
- ▶ to describe things:  
*It isn't expensive. It's cheap.*  
*It's an old film. It isn't very good.*  
*These photos are bad!*

For other uses of **be**, see **Unit 1**.

## 2 We use **there + be** to talk **about** the existence of something. **There + be** can be used to talk about where things are:

Singular	<i>There's a supermarket in this street.</i> <i>There is a washing machine in the flat.</i>
Plural	<i>There are some good cafes in the centre of the town.</i>

We also use **there + be** to talk about when things happen:

- There is a bus to London at six o'clock.*
- There are taxis, but there aren't any buses on Sunday.*
- There isn't another train to Manchester today.*

## 3 We form questions with **be** in the Present Simple like this:

QUESTIONS		
Singular	<i>Am I</i>	} <i>late?</i>
	<i>Are you</i>	
	<i>Is he/she/it</i>	
Plural	<i>Are we</i>	} <i>late?</i>
	<i>Are you</i>	
	<i>Are they</i>	

Here are some examples of questions using all the forms of **be**:

- Am I late for the film?*
- Are you 20 years old?*
- Is he at home now?*
- Is she French or Italian?*
- Is it time to go home?*
- Are we ready to leave?*
- Are you both at university?*
- Are they in London today?*

## A Make sentences about the pictures using the words from the box. Use *He/She/They* and the Present Simple of *be*.

tired sad ~~thirsty~~ happy hungry bored afraid cold



◆ She's thirsty



1 He



2 They



3



4



5



6



7

**B** Use *there* + the correct form of *be* to say what we can and cannot find in the town of Smallwood.

- ◆ (a cinema: ✓)      *There's* \_\_\_\_\_ a cinema.
- ◆ (a river: ✗)      *There isn't* \_\_\_\_\_ a river.
- ◆ (restaurants: 10)      *There are* \_\_\_\_\_ ten restaurants.
- 1 (a castle: ✓)      \_\_\_\_\_ a castle.
- 2 (baker's shops: 2)      \_\_\_\_\_ two baker's shops.
- 3 (a zoo: ✓)      \_\_\_\_\_ a zoo.
- 4 (banks: 6)      \_\_\_\_\_ six banks.
- 5 (a luxury hotel: ✓)      \_\_\_\_\_ a luxury hotel.
- 6 (a theatre: ✗)      \_\_\_\_\_ a theatre.
- 7 (newsagents: 6)      \_\_\_\_\_ six newsagents.
- 8 (many tourists: ✗)      \_\_\_\_\_ many tourists.

**C** Write questions by putting the words in brackets ( ) in the correct order.

- ◆ (thirsty – you – are) Are you thirsty?      5 (are – you – how)
- 1 (a teacher – you – are)      6 (cold today – it – is)
- 2 (they – bored – are)      7 (she – Spanish – is)
- 3 (is – afraid – he)      8 (they – from London – are)
- 4 (she – tired – is)

**D** Complete the dialogues with the correct forms of *be*.

- Steve: This <sup>•</sup> is \_\_\_\_\_ Jasmine, my sister.  
 Tom: Hello, Jasmine. <sup>1</sup> \_\_\_\_\_ you a student?  
 Jasmine: No, I <sup>2</sup> \_\_\_\_\_ a dentist. I work in Brighton.  
 Mike: How are you, Ellie?  
 Ellie: I <sup>3</sup> \_\_\_\_\_ fine, thanks.  
 Mike: <sup>4</sup> \_\_\_\_\_ you hungry?  
 Ellie: Yes. <sup>5</sup> \_\_\_\_\_ there a good restaurant near here?  
 Mike: Yes. There <sup>6</sup> \_\_\_\_\_ a good, and cheap, restaurant in Wellington Street.

**E** Write questions using the words in brackets ( ) and a form of *be*.

- | QUESTIONS                                     | ANSWERS                      |
|---|------------------------------|
| ◆ (you/Spanish)? <i>Are you Spanish</i> _____ | ? ~ No, I'm French.          |
| 1 (you/hungry)?      _____                    | ? ~ No, I'm thirsty.         |
| 2 (she/your sister)?      _____               | ? ~ No, she's my mother.     |
| 3 (I/late)?      _____                        | ? ~ No, you're on time.      |
| 4 (they/from America)?      _____             | ? ~ No, they're from Canada. |
| 5 (he/a tennis player)?      _____            | ? ~ No, he's a footballer.   |
| 6 (you/happy)?      _____                     | ? ~ No, I'm sad.             |
| 7 (she/at home)?      _____                   | ? ~ No, she's at work.       |
| 8 (he/20)?      _____                         | ? ~ No, he's 18 years old.   |

# 3 Present Simple (1)

**1** We form the Present Simple like this:

POSITIVE	
Singular	I know
	you know
	he/she/it knows
Plural	we know
	you know
	they know

I **know** the answer.

She **starts** work at nine o'clock.

We add **-s** after **he/she/it**:

I start → he starts      I live → she lives

If a verb ends in **-ch, -o, -sh, -ss** or **-x**, we add **-es** after **he/she/it**:

I watch → he watches      you do → he does  
they go → it goes      we wash → she washes

If a verb ends in a consonant (**b, c**, etc.) + **y** (e.g. **study**), we use **-ies** after **he/she/it**:

I study → he studies      I fly → it flies

(For more examples, see **Appendix 2**, page 243.)

**2** Now look at these examples of the negative:

I **don't like** that music.

He **doesn't listen** to his teacher.

NEGATIVE	
FULL FORM	SHORT FORM
I do not know.	I don't know.
You do not know.	You don't know.
He/She/It does not know.	He doesn't know.
We do not know.	We don't know.
You do not know.	You don't know.
They do not know.	They don't know.

Note that we say:

He does not know. (NOT ~~He does not knows.~~)

**3** We use the Present Simple:

- ▶ to talk about things that happen regularly:  
He **plays** golf every day.
- ▶ to talk about facts:  
She **comes** from France. (= She is French.)  
Greengrocers **sell** vegetables.  
I **don't speak** Chinese.

**A** Add **-s** or **-es** to the verbs in the sentences if it is necessary. If it is not necessary, put a tick (✓) in the gap.

- |   |                 |                                     |                           |
|---|-----------------|-------------------------------------|---------------------------|
| ◆ He work <input type="checkbox"/>              | in a bank.      | 4 We play <input type="checkbox"/>  | tennis every weekend.     |
| ◆ They live <input checked="" type="checkbox"/> | in France.      | 5 They go <input type="checkbox"/>  | on holiday in August.     |
| 1 I watch <input type="checkbox"/>              | TV every day.   | 6 He speak <input type="checkbox"/> | Italian and French.       |
| 2 She go <input type="checkbox"/>               | to work by car. | 7 She do <input type="checkbox"/>   | her homework every night. |
| 3 The film finish <input type="checkbox"/>      | at ten o'clock. | 8 We start <input type="checkbox"/> | work at half past eight.  |

**B** Now finish these sentences using a verb from the box. Use each verb once. Remember to add **-s** or **-es** if necessary.

fly   study   finish   ~~eat~~   sell   write   drink   live

- |                                  |                            |                             |                         |
|----------------------------------|----------------------------|-----------------------------|-------------------------|
| ◆ He <u>eats</u>                 | toast for breakfast.       | 4 He <input type="text"/>   | a blog post every week. |
| 1 I <input type="text"/>         | coffee three times a day.  | 5 They <input type="text"/> | in Ireland.             |
| 2 My father <input type="text"/> | a new language every year. | 6 He <input type="text"/>   | work at six o'clock.    |
| 3 She <input type="text"/>       | to New York once a month.  | 7 I <input type="text"/>    | fruit in a shop.        |

# 4 Present Simple (2)

Tenses: present

## 1 We use the Present Simple:

- ▶ to talk about feelings and opinions:



I **like** pop music. I **don't like** classical music.  
She **loves** football!  
Raphael **wants** a new car.  
I **don't want** a cup of tea, thanks.  
He **feels** sick.

- ▶ to talk about thoughts:



I **don't think** she likes her new job.  
I **don't know** the answer.  
He **doesn't understand** me.

## 2 We form Present Simple questions like this:

QUESTIONS			
Singular	Do	I/you	} know?
	Does	he/she/it	
Plural	Do	we	} know?
	Do	you	
	Do	they	

Note that we put **do** before **I/you/we/they**:

**Do you speak** Spanish?  
**Do you work** in the town centre?  
**Do they know** the answer?

We put **does** before **he/she/it**:

**Does he walk** to work?  
**Does Steve enjoy** his job?  
**Does she play** the piano?

Note that we say:

**Does he walk?** (NOT ~~Does he walks?~~)

For other uses of the Present Simple, see **Unit 3**.

## A Complete the sentences using the Present Simple form of the verbs from the box. Use each verb once.

like not have ~~love~~ feel think not like want not understand

- She thinks that films are fantastic! She **loves** \_\_\_\_\_ films.
- I \_\_\_\_\_ sick. Can I have a glass of water, please?
- I don't know the answer because I \_\_\_\_\_ the question.
- I \_\_\_\_\_ he's tired. He works too hard.
- We \_\_\_\_\_ that new painting. We think it's terrible!
- I want to call Jasmine, but I \_\_\_\_\_ her phone number.
- They're thirsty. They \_\_\_\_\_ something to drink.
- I \_\_\_\_\_ your new car. It's very nice. Was it expensive?

## B Write sentences about Peter using the information in brackets ( ). (✓ = like, ✓✓ = love, ✗ = not like, ✗✗ = hate)

- (tennis: ✗) He **doesn't like** tennis. \_\_\_\_\_
- (music: ✓✓) He **loves** music. \_\_\_\_\_
- (his job: ✓✓) \_\_\_\_\_
- (fishing: ✗✗) \_\_\_\_\_
- (holidays: ✓✓) \_\_\_\_\_
- (golf: ✗) \_\_\_\_\_

# 16 Past Simple or Present Perfect

Tenses: past

Compare the Past Simple and the Present Perfect:

- 1** We use the Past Simple to talk about something that happened at a particular time in the past:

*I met John at four o'clock.*  
*When did Jasmine go to India? ~ In June.*  
*Martin bought a new car last week.*

We use the Present Perfect to talk about the past, but not about when things happened:

*I've met John's girlfriend. She's nice.*  
*Have you ever been to India? ~ Yes, I have.*  
*I have never bought a new car.*

- 2** We use the Past Simple for situations or actions during a period of time that ENDED in the past:

*I worked there for two years. I left last year.*

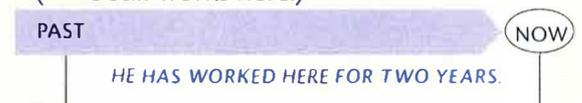


*We lived in that house for a long time; then we moved to this one.*

*Our company opened two new shops last summer.*

We use the Present Perfect for situations or actions during a period of time from the past to NOW:

*He has worked here for two years.*  
(= He still works here.)



*We've lived in this flat since we got married.*  
(= We still live in it.)

*We opened two shops last summer. Since then (= since that time), we have opened two more.*

- 3** Notice how we often move from the Present Perfect to the Past Simple:

Peter: *Have you ever played this game before?*  
Maria: *Yes, I played it once when I was in England.*  
Peter: *Did you win?*  
Maria: *No, I lost.*

- A** Complete the conversation by choosing the correct form in brackets ( ).

Sarah: ♦ *Have you ever been* \_\_\_\_\_ (Have you ever been/Did you ever go) to the United States?  
James: Yes, <sup>1</sup> \_\_\_\_\_ (I've been/I went) to California last year.  
Sarah: <sup>2</sup> \_\_\_\_\_ (Have you liked/Did you like) it?  
James: Yes, <sup>3</sup> \_\_\_\_\_ (I've enjoyed/I enjoyed) the trip a lot.  
Sarah: What <sup>4</sup> \_\_\_\_\_ (have you done/did you do) there?  
James: <sup>5</sup> \_\_\_\_\_ (I've visited/I visited) Hollywood, Disneyland and San Francisco.  
<sup>6</sup> \_\_\_\_\_ (Have you been/Did you go) to California, Sarah?  
Sarah: No, but <sup>7</sup> \_\_\_\_\_ (I've booked/I booked) a holiday there. I've got my ticket and I'm going next week!

- B** Complete the dialogues using the Present Perfect (*I have seen*) or Past Simple (*I saw*) of the words in brackets ( ).

A: I ♦ *saw* \_\_\_\_\_ (see) Jack last night.  
B: Oh really. I <sup>1</sup> \_\_\_\_\_ (not/see) him for months. How is he?

A: We <sup>2</sup> \_\_\_\_\_ (go) to the theatre last Saturday.

B: <sup>3</sup> \_\_\_\_\_ (you/enjoy) the play?

A: Yes, it <sup>4</sup> \_\_\_\_\_ (be) very good.

A: I <sup>5</sup> \_\_\_\_\_ (never/hear) of this group before. Are they famous in your country?

B: Yes, they are very popular. They <sup>6</sup> \_\_\_\_\_ (be) famous in my country for years.

A: What <sup>7</sup> \_\_\_\_\_ (you/do) last weekend?

B: I <sup>8</sup> \_\_\_\_\_ (stay) at home. I <sup>9</sup> \_\_\_\_\_ (need) a rest.

A: <sup>10</sup> \_\_\_\_\_ (you/ever/win) a competition?

B: Yes, I <sup>11</sup> \_\_\_\_\_ (win) a photography competition in 2015.

A: So, John is your best friend. <sup>12</sup> \_\_\_\_\_ (you/meet) him when you were at university?

B: Yes. We <sup>13</sup> \_\_\_\_\_ (be) friends for more than ten years.

**C** Complete this paragraph about the London Underground using the Present Perfect or Past Simple forms of the verbs in brackets ( ).



### The London Underground

London <sup>1</sup> *has had* \_\_\_\_\_ (have) an underground train system since the 19<sup>th</sup> century. The London Underground <sup>2</sup> \_\_\_\_\_ (start) in 1863, when Victorian engineers and workers <sup>3</sup> \_\_\_\_\_ (build) the Metropolitan railway. This railway line <sup>4</sup> \_\_\_\_\_ (go) from Paddington Station to Farringdon Street Station, and steam engines <sup>5</sup> \_\_\_\_\_ (pull) the coaches. 12 more lines <sup>6</sup> \_\_\_\_\_ (open) since then. The world's first underground electric railway <sup>7</sup> \_\_\_\_\_ (open) in 1890. This line <sup>8</sup> \_\_\_\_\_ (go) from the City of London to Stockwell in South London. Since the London Underground <sup>9</sup> \_\_\_\_\_ (begin), many other cities, such as New York and Moscow, <sup>10</sup> \_\_\_\_\_ (build) their own systems.

# 17 Present Perfect Continuous

**1** We form the Present Perfect Continuous like this:

POSITIVE		
	FULL FORM	SHORT FORM
I/You/We/They	have been cooking.	've been cooking.
He/She/It	has been cooking.	's been cooking.

NEGATIVE		
I/You/We/They	have not been cooking.	haven't been cooking.
He/She/It	has not been cooking.	hasn't been cooking.

QUESTIONS		
Have	I/you/we/they	been cooking?
Has	he/she/it	been cooking?

(For details about **-ing** forms see **Appendix 2**, on page 243.)

**2** We use the Present Perfect Continuous for an action or situation that began in the past and continues until now:

*You're late! I've been waiting for you.*

We often use **for** and **since** with the Present Perfect Continuous. We use **for** with a period of time, and **since** with a point in time:

*I've been waiting for you for two hours.*

*I've been waiting for you since six o'clock.*

**3** Here are some more examples:



PAST



NOW

*Julia has been talking on the phone for an hour. (= She started talking on the phone an hour ago and she is still talking.)*

*You've been sitting there since one o'clock. (= You started sitting there at one o'clock and you are still sitting there.)*

**4** We use the Present Perfect Continuous for actions that are done many times in a period of time from the past until now:

*She's been having driving lessons for a couple of months. (= She started a couple of months ago; she is still having lessons.)*

*I've been playing tennis since I was a small child.*

**5** We can use **How long ...?** with the Present Perfect Continuous:

*How long have you been living here? I have been living here for three years.*

**A** Complete the sentences by putting the verbs in brackets ( ) into the Present Perfect Continuous.

- ◆ She *has been learning* \_\_\_\_\_ (she/learn) Spanish for six months.
- 1 The roads are very wet; \_\_\_\_\_ (it/rain) for hours.
- 2 \_\_\_\_\_ (we/play) this game for hours. Let's stop now!
- 3 \_\_\_\_\_ (Emilia/learn) French at school for three years.
- 4 \_\_\_\_\_ (I/read) this book for months, but I haven't finished it yet.
- 5 \_\_\_\_\_ (we/watch) this programme for hours.
- 6 \_\_\_\_\_ (the neighbours/make) a lot of noise again today?
- 7 \_\_\_\_\_ (I/save) my money for a holiday.
- 8 \_\_\_\_\_ (you/listen) to me carefully?

**B** Put *for* or *since* into the gaps.

- ◆ I've been working in this office *since* last summer.
- 1 Have you been doing this course \_\_\_\_\_ a long time?
- 2 I've been driving this car \_\_\_\_\_ more than ten years.
- 3 She has been planning the party \_\_\_\_\_ the beginning of the month.
- 4 George has been telling the same stories \_\_\_\_\_ several years.
- 5 We've been waiting for a reply \_\_\_\_\_ we contacted them last week.
- 6 What have you been doing \_\_\_\_\_ the last time that I saw you?
- 7 You've been writing that application \_\_\_\_\_ more than two hours.
- 8 He's been feeling ill \_\_\_\_\_ a few days.

**C** Write sentences to describe what each member of the Wyatt family has been doing to prepare for Christmas. Use words from the box and the Present Perfect Continuous to describe the pictures.

wrap  
decorate  
write  
a cake  
~~decorations~~  
the tree

make  
shop  
~~put up~~  
cards  
presents  
for food



- ◆ John has been putting up decorations.
- 1 Mary and Steve \_\_\_\_\_
- 2 Martha \_\_\_\_\_
- 3 Mia \_\_\_\_\_
- 4 Tom \_\_\_\_\_
- 5 Joseph \_\_\_\_\_

**D** Write a sentence for each of the following situations, using the Present Perfect Continuous and *for* or *since*.

- ◆ She started her course a month ago and she is still doing it.  
*She has been doing her course for a month.*
- ◆ I started reading this novel last weekend and I'm still reading it.  
*I have been reading this novel since last weekend.*
- 1 It started raining at three o'clock and it is still raining.  
\_\_\_\_\_
- 2 He started playing chess when he was ten years old and he still plays it.  
\_\_\_\_\_
- 3 I started work at eight o'clock and I'm still working.  
\_\_\_\_\_
- 4 Helen started looking for another job two months ago and she's still looking.  
\_\_\_\_\_
- 5 We arrived here two hours ago and we're still waiting.  
\_\_\_\_\_

# 107 Relative clauses (1)

**1** If we use a sentence like:  
*The police have found the boy.*

it may not be clear which boy.

We can make it clear like this:

*The police have found the boy **who disappeared last week.***

**Who** links the relative clause (**who disappeared last week**) to the main clause (**The police have found the boy**).

**2** When we talk about people, we use **that** or **who**:  
*I talked to the girl **that** (OR **who**) won the race.*

When we talk about things or animals, we use **that** or **which**:

*I like the car **that** (OR **which**) won the race.*

**3** **That, who** or **which** can be the subject of the relative clause, like this:

	SUBJECT	
<i>I talked to the girl</i>	<b>who</b>	<i>won.</i>
	<i>The girl</i>	<i>won.</i>
<i>That is the dog</i>	<b>that</b>	<i>attacked me.</i>
	<i>The dog</i>	<i>attacked me.</i>

There is no other pronoun (e.g. **it, they**):  
 NOT *That is the dog that it attacked me.*

**4** **That, who** or **which** can be the object of the relative clause, like this:

	OBJECT	
<i>The card</i>	<b>which</b>	<i>Jon sent was nice.</i>
<i>Jon sent</i>	<i>the card.</i>	
<i>The man</i>	<b>that</b>	<i>I saw was very rude.</i>
<i>I saw</i>	<i>the man.</i>	

There is no other pronoun (e.g. **him, them**):  
 NOT *The man I saw him was very rude.*

When **that, who** or **which** is the object of the relative clause (e.g. *The card **which** Jon sent*), we can leave it out:

*The card **Jon sent** was nice.*

*The man **I saw** was very rude.*

**5** Now look at this sentence with **whose**:  
*Lucy is the woman **whose husband is an actor.** (= Lucy's husband is an actor.)*

We use **whose** in place of **his, her, their**, etc. We only use it with people, countries and organizations, not things. It has a possessive meaning. Here is another example:

*The man **whose dog bit me** didn't apologize. (= The man didn't apologize. **His** dog bit me.)*

All these relative clauses that define a person or thing are called defining relative clauses.

**A** Complete the sentences using the information in brackets ( ) and **who** or **which**.

- ◆ (I went to see a doctor. She had helped my mother.)  
 I went to see the doctor *who had helped* \_\_\_\_\_ my mother.
- 1 (A dog bit me. It belonged to Mrs Jones.)  
 The dog \_\_\_\_\_ belonged to Mrs Jones.
- 2 (A woman wrote to me. She wanted my advice.)  
 The woman \_\_\_\_\_ wanted my advice.
- 3 (A bus crashed. It was 23 years old.)  
 The bus \_\_\_\_\_ was 23 years old.
- 4 (Anna talked to a man. He had won a lot of money.)  
 Anna talked to the man \_\_\_\_\_.
- 5 (Mary was wearing the red dress. She wears it for parties.)  
 Mary was wearing the red dress \_\_\_\_\_.
- 6 (He's an architect. He designed the new city library.)  
 He's the architect \_\_\_\_\_.

**B** Complete the sentences using the information in brackets ( ) and *that*.

- ◆ (Jack made a table. It's not very strong.)  
The table *that Jack made* \_\_\_\_\_ is not very strong.
- 1 (I read about a new computer. I had seen it on TV.)  
I read about the new computer \_\_\_\_\_.
- 2 (Jasmine made a cake. Nobody liked it.)  
Nobody liked the cake \_\_\_\_\_.
- 3 (Mary sent me a joke. It was very funny.)  
The joke \_\_\_\_\_ was very funny.
- 4 (My sister wrote an article. The news is going to publish it.)  
The news is going to publish the article \_\_\_\_\_.
- 5 (I met an old lady. She was 103 years old.)  
The old lady \_\_\_\_\_ was 103 years old.
- 6 (I saw a house. My brother wants to buy it.)  
I saw the house \_\_\_\_\_.

**C** Complete the sentences with one of the phrases in the box and *who* or *whose*.

interviewed me	has visited so many different countries
<del>had saved their son</del>	wives have just had babies
book won a prize last week	<del>divorce was in all the papers</del>
car had broken down	complain all the time

- ◆ The parents thanked the woman *who had saved their son* \_\_\_\_\_.
- ◆ The couple *whose divorce was in the newspapers* \_\_\_\_\_ have got married again.
- 1 It is very interesting to meet somebody \_\_\_\_\_.
- 2 The person \_\_\_\_\_ asked me some very difficult questions.
- 3 In my office there are two men \_\_\_\_\_.
- 4 What's the name of that writer \_\_\_\_\_?
- 5 I don't like people \_\_\_\_\_.
- 6 We helped a woman \_\_\_\_\_.

Complete the sentences with *who*, *that*, or nothing (-).

- ◆ The match - \_\_\_\_\_ we saw was boring.
- ◆ Did I tell you about the people *who* \_\_\_\_\_ live next door?
- ◆ The horse *that* \_\_\_\_\_ won the race belongs to an Irish woman.
- 1 I love the ice cream \_\_\_\_\_ they sell in that shop.
- 2 The book \_\_\_\_\_ I'm reading is about jazz.
- 3 The woman \_\_\_\_\_ came to see us was selling magazines.
- 4 We'll go to a restaurant \_\_\_\_\_ has a children's menu.
- 5 The factory \_\_\_\_\_ closed last week had been there for 70 years.
- 6 Have you read about the schoolgirl \_\_\_\_\_ started her own business and is now a millionaire?
- 7 Ethel says that the house \_\_\_\_\_ Tom has just bought has a beautiful garden.

# 108 Relative clauses (2)

- 1** In informal English, in defining relative clauses, when **who**, **that** or **which** is the object of the verb, it can be omitted:

*The name of the woman I interviewed was Mrs Norris.*

*The car they bought was quite expensive.*

Notice that there is no pronoun in the relative clause:

*The name of the woman I interviewed ~~her~~ was Mrs Norris.*

*The car they bought ~~it~~ was quite expensive.*

- 2** When the verb has a preposition, in formal English the preposition goes with **whom** or **which**:

*That is the young man **to whom** I spoke.*

*The job **for which** she's applied is in Paris.*

Informally, we can omit the relative word and then the preposition goes at the end of the relative clause:

*That is the young man I spoke **to**.*

*The job she's applied **for** is in Paris.*

- 3** Informally, we often omit the relative word **when** after **day**, **year**, etc.:

*That was the **year** I finished university.*

We often omit the relative word **where** after **place**, **somewhere**, etc.:

*Do you know **a place/somewhere** we can get a good sandwich?*

We often omit the relative word **why** after **reason**:

*The real **reason** she came was to speak to me.*

We often omit a relative expression after **way**:

*That's the **way** they make beer in Germany.*

- A** Cross out the words in the sentences that are not possible or not necessary. If there are no such words, mark the sentence with a tick (✓).

◆ The first book ~~which~~ she wrote ~~it~~ was *Lost Steps*.

◆ This is the boy who broke the window. ✓

1 Do you know the woman that my father's talking to? \_\_\_\_\_

2 They're going to close the factories that they make too much smoke. \_\_\_\_\_

3 People who live in flats shouldn't have dogs. \_\_\_\_\_

4 An animal that comes out at night must have good eyes. \_\_\_\_\_

5 The boat that my cousins sailed in it was hit by a bomb. \_\_\_\_\_

6 An amphibian is an animal which can live on land or in water. \_\_\_\_\_

7 People who are from Manchester are called Mancunians. \_\_\_\_\_

- B** In the following, if a sentence is incomplete, indicate where a word is necessary and write the word at the end. If the sentence is correct, mark it with a tick (✓).

◆ Is there a shop near here ~~sells~~ stamps? *that* \_\_\_\_\_

◆ Mrs Thomas is the teacher my sister likes best. ✓ \_\_\_\_\_

1 The referee is the person takes the decisions. \_\_\_\_\_

2 The bus they were waiting for never came. \_\_\_\_\_

3 The old lady we saw was wearing a pink dress. \_\_\_\_\_

4 Is this the train goes to Nottingham? \_\_\_\_\_

5 There's a place near here you can get a good hamburger. \_\_\_\_\_

6 It took a long time to find the doctor we wanted to see. \_\_\_\_\_

7 Do you know anybody plays the piano really well? \_\_\_\_\_

**C** Combine the two sentences into one. Put in *who, that, which* or *where* only if it is necessary.

- ◆ I lent you a book. Have you read it?  
Have you read *the book I lent you* \_\_\_\_\_ ?
- ◆ My mother works in a factory. It makes parts for cars.  
The factory *where my mother works* \_\_\_\_\_ makes parts for cars.
- 1 Sian's got a new mobile. It takes brilliant photos.  
Sian's got a new mobile \_\_\_\_\_.
- 2 They lived in a block of flats. It was struck by lightning.  
The block of flats \_\_\_\_\_ was struck by lightning.
- 3 The hotel had a magician. He was very clever.  
The hotel had a magician \_\_\_\_\_.
- 4 The porters are paid a salary. They can't live on it.  
The porters can't live on the salary \_\_\_\_\_.
- 5 Nobody else wanted the food. My father ate it.  
My father ate the food \_\_\_\_\_.
- 6 We ran out of petrol in a little village. It didn't have a petrol station.  
The village \_\_\_\_\_ didn't have a petrol station.

**D** Freda and Jacob are packing to go on holiday. Complete their conversation with the expressions from the box and include *that* if it is necessary.

you can take onto the plane	go with my green dress	<del>has a lock</del>
have just been mended	covers all the Mediterranean islands	a bit heavy
I can walk all day in	we bought in that second-hand bookshop	I knitted myself

- Jacob: We'd better take two cases. The one *that has a lock* \_\_\_\_\_ and that smaller one \_\_\_\_\_.
- Freda: Which camera do you want to take? The handy one or the big one \_\_\_\_\_ ?
- Jacob: Let's take the smaller one. How about the travel guide? There's that big one \_\_\_\_\_ and that pocket-sized one – the one just about Corsica \_\_\_\_\_.
- Freda: Perhaps the small one will be enough.
- Jacob: I think I'll take my shoes \_\_\_\_\_ . How many pairs of shoes are you taking?
- Freda: Well, we'll need some comfortable ones \_\_\_\_\_ and perhaps for the evenings I'll take the new green ones, the ones \_\_\_\_\_.
- Jacob: It might be cool in the evenings. I suppose you're taking a sweater.
- Freda: Yes, the white one. You know, the one \_\_\_\_\_ . Anyway, let's have a break. I feel like a drink.

1 Look at these two sentences:



London has nearly 9 million inhabitants.  
London, **which is the capital of Britain**, has nearly 9 million inhabitants.

The clause **which is the capital of Britain** gives us more information about London, but we do not need this information to define **London**. We can understand the first sentence without this extra information. **Which is the capital of Britain** is a non-defining relative clause. It has commas (,) to separate it from the rest of the sentence.

2 For things or animals, we use **which** (NOT **that**) in non-defining relative clauses:

Jacob sold his computer, **which he no longer needed**, to his cousin. (NOT ... ~~that he no longer needed~~...)  
In the summer we stay in my uncle's house, **which is near the sea**.

3 For people, we use **who** (BUT NOT **that**) in non-defining relative clauses. We use **who** when it is the subject of the relative clause:



SUBJECT

Elvis Presley, **who died in 1977**, earned millions of dollars. (Presley died in 1977.)

We use **who** (or sometimes **whom**) when it is the object of the relative clause:

OBJECT

My boss, **who (OR whom) I last saw before Christmas**, is very ill. (I last saw my boss before Christmas.)

4 We use **whose** to mean **his**, **her**, or **their**:



Marilyn Monroe, **whose real name was Norma Jean**, was born in Los Angeles. (Her real name was Norma Jean.)

5 We can also use **which** (BUT NOT **that**) to refer to a whole fact:

Anna did not want to marry Tom, **which surprised everybody**.

Here, **which** refers to the fact that Anna did not want to marry Tom.

A Make one sentence from the two that are given. Use **who** or **which**.

- ◆ Mont Blanc is between France and Italy. It is the highest mountain in the Alps.  
Mont Blanc, *which is between France and Italy*, is the highest mountain in the Alps.
  - ◆ Alfred Hitchcock was born in Britain. He worked for many years in Hollywood.  
Alfred Hitchcock, *who was born in Britain*, worked for many years in Hollywood.
- 1 The sun is really a star. It is 93 million miles from the earth.  
\_\_\_\_\_
  - 2 John F. Kennedy died in 1963. He was a very famous American President.  
\_\_\_\_\_
  - 3 Charlie Chaplin was from a poor family. He became a very rich man.  
\_\_\_\_\_
  - 4 The 2016 Olympics were held in Rio de Janeiro. It was the capital of Brazil until 1960.  
\_\_\_\_\_
  - 5 We went to see the Crown Jewels. They are kept in the Tower of London.  
\_\_\_\_\_

# Appendix 3 Irregular verbs

INFINITIVE	PAST TENSE	PAST/PASSIVE PARTICIPLE
be	was/were	been
beat	beat	beaten
become	became	become
begin	began	begun
blow	blew	blown
break	broke	broken
bring	brought	brought
build	built	built
burn	burnt	burnt
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feel	felt	felt
find	found	found
fly	flew	flown
forget	forgot	forgotten
get	got	got
give	gave	given
go	went	gone/been
grow	grew	grown
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known

INFINITIVE	PAST TENSE	PAST/PASSIVE PARTICIPLE
learn	learnt/learned	learnt/learned
leave	left	left
lend	lent	lent
let	let	let
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read	read
ring	rang	rung
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
show	showed	shown
shut	shut	shut
sing	sang	sung
sit	sat	sat
sleep	slept	slept
speak	spoke	spoken
spend	spent	spent
stand	stood	stood
steal	stole	stolen
sweep	swept	swept
swim	swam	swum
take	took	taken
teach	taught	taught
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
win	won	won
write	wrote	written

# Appendix 4 Adjectives and adverbs

## 1 Comparatives and superlatives

- 1 We form the comparative and superlative of short adjectives (adjectives with one syllable\*) with **-er** and **-est**:

cheap → cheaper, the cheapest  
 long → longer, the longest  
 warm → warmer, the warmest

- 2 If the adjective ends in **-e**, we add **-r** and **-st**:

late → later, the latest  
 nice → nicer, the nicest

- 3 When a one-syllable adjective ends with one vowel\* and one consonant\* (e.g. **big**), we double the final consonant:

big → bigger, the biggest  
 hot → hotter, the hottest  
 wet → wetter, the wettest

Note that we do not double **w**:

few → fewer, the fewest

- 4 We put **more/the most** before adjectives of two or more syllables:

beautiful → more beautiful,  
 the most beautiful  
 expensive → more expensive,  
 the most expensive  
 polluted → more polluted,  
 the most polluted

- 5 When an adjective ends in a consonant + **-y** (e.g. **happy**), the **y** changes to **-ier** or **-iest**:

dirty → dirtier, the dirtiest  
 easy → easier, the easiest  
 happy → happier, the happiest  
 lucky → luckier, the luckiest

- 6 Some adjectives have irregular comparative and superlative forms:

good → better, the best  
 bad → worse, the worst  
 far → farther, the farthest  
 OR further, the furthest  
 little → less, the least

- 7 Be careful to use **fewer** with plural nouns (e.g. **shops**), and **less** with uncountable nouns (e.g. **money**):

There are **fewer shops** in the centre of town than there used to be.

John earns **less money** than Mary.

## 2 Adverbs

- 1 We form most adverbs by adding **-ly** to an adjective:

polite → politely  
 quick → quickly  
 slow → slowly

- 2 When an adjective ends in a consonant + **-y**, the **y** changes to **-ily**:

easy → easily  
 happy → happily  
 lucky → luckily

- 3 When an adjective ends in a consonant + **-le**, the **e** changes to **-y**:

probable → probably  
 remarkable → remarkably

- 4 Some adverbs are irregular:

good → well  
 fast → fast  
 hard → hard  
 late → late

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\* Consonants: **b c d f g h j k l m n p q r s t v w x y z**

Vowels: **a e i o u**

Syllables: |hit| = 1 syllable |vi|sit| = 2 syllables |re|mem|ber| = 3 syllables

The numbers after the answer tell you which unit and unit section of the book has information and practice on that grammar point. For example, the numbers 3.1, 3 refer to Unit 3, sections 1 and 3.

## Test A

- A**
- 1 My sister goes 3.1, 3
  - 2 I don't get up 3.2, 3
  - 3 Mike tries 3.1, 3
  - 4 he doesn't usually succeed 3.2, 3
  - 5 I'm not 2.1
  - 6 Do you eat 4.2
  - 7 I don't usually like 4.1
  - 8 Mike studies 3.1, 3
  - 9 he eats 3.1, 3
  - 10 Does he have 4.2
  - 11 I don't know 4.1
  - 12 He doesn't tell 3.2
  - 13 Do you drive 4.2
  - 14 There aren't 3.2, 3
  - 15 my sister wants 4.1
  - 16 we both walk 3.1, 3

- B**
- 1 sitting 5.3
  - 2 swimming 5.3
  - 3 ✓ 5.4
  - 4 shopping 5.3
  - 5 We like 6.4
  - 6 ✓ 5.4
  - 7 ✓ 6.2
  - 8 I know 6.4
  - 9 ✓ 6.2
  - 10 shining 5.4
  - 11 ✓ 5.4
  - 12 I understand 6.4

- C**
- 1 I'm finishing 7.2
  - 2 I'm thinking 7.4
  - 3 I'm not actually doing 7.1
  - 4 Do you want 7.3
  - 5 It's raining 7.4
  - 6 I never go out 7.1
  - 7 you know 7.3
  - 8 I think 7.3
  - 9 she comes 7.1
  - 10 she's staying 7.2
  - 11 She's doing well 7.2
  - 12 she speaks 7.1
  - 13 I don't speak any languages 7.1

- D**
- Today is the 1 June 1964. The sun ~~shines~~ is shining [7.1] and the birds ~~sing~~ are singing. What is ~~does~~ everyone doing ~~do~~ [7.1]? Well, Mrs Green is ~~reads~~ reading [7.1] a newspaper. She is ~~reads~~ reading [7.2] a newspaper every day before breakfast. Her husband, Mr Green, is

~~dancing~~ dancing [7.1] in the garden. He likes ~~is liking~~ [7.3] dancing in the morning.  
'Have you ~~you~~ [8.3] another cup of coffee, darling,' says Mr Green.  
'But I'm still ~~drink~~ drinking [7.1] my first cup, dear,' replies Mrs Green, 'and anyway, where's our daughter today? She is usually ~~bringing~~ brings [7.2] me my coffee.'  
'Mary,' says Mr Green (but he doesn't stop ~~dance~~ dancing [7.1]), 'she's ~~she-works~~ working [7.2] in London this week. Don't you remember?'  
'~~Stopping~~ Stop [8.3] dancing and ~~listening~~ listen [8.3] to me. I never forget ~~forgetting~~ [7.2] anything. I was just giving you a little test. Anyway, it's time for work.'  
'All right, darling, but don't forget ~~not~~ [8.2] your briefcase.'  
'Thank you, dear. Don't ~~dancing~~ dance [8.2] too hard!'

- E**
- 1 Check 8.1, 3
  - 2 Don't give 8.2, 3
  - 3 Show 8.1, 3
  - 4 Don't smoke 8.2, 3
  - 5 Don't copy 8.2, 3

## Test B

- A**
- 1 ✓ 12.2
  - 2 I started 12.3
  - 3 we met 16.1
  - 4 ✓ 16.1
  - 5 ✓ 12.2
  - 6 I have never forgotten 14.1
  - 7 ✓ 16.2
  - 8 Were you 16.1
  - 9 I haven't seen 15.3
  - 10 I was walking 12.2
  - 11 I visited 16.1
  - 12 ✓ 14.1

- B**
- 1 I saw it before anyway. I had seen it before anyway. 19.3
  - 2 So you already decided you liked me! So you had already decided you liked me! 19.2
  - 3 but it closed a week before! but it had closed a week before! 19.3
  - 4 Everyone went home, Everyone had gone home, 19.3
  - 5 because I left my keys because I had left my keys 19.3

- C**
- 1 I did some maths I was doing some maths 11.3
  - 2 I've worked harder I've been working harder 17.2
  - 3 You've read books You've been reading books 17.4
  - 4 you learnt French verbs you were learning French verbs 11.2
  - 5 she has worked hard she has been working hard 17.4

- D**
- 1 You lost 10.4
  - 2 We were sailing 12.3
  - 3 it just dropped 12.3
  - 4 Have you two visited 13.3
  - 5 We've/We have been 13.3
  - 6 We flew 16.1
  - 7 I wasn't/was not listening 11.3
  - 8 I've/I have had 13.3
  - 9 I was falling 12.2
  - 10 Paul rang 12.2
  - 11 Paul and I went 10.4
  - 12 We were reading 12.2
  - 13 we saw 12.3
  - 14 Paul hasn't/has not stopped 14.2
  - 15 Did it have 10.4
  - 16 Was there 10.4
  - 17 you've/you have never seen 13.4
  - 18 Rob and I stayed 10.4
  - 19 It was 10.4
  - 20 we were talking 12.2
  - 21 I haven't/have not enjoyed 14.2

## Test C

- A**
- 1 I'll finish 22.4, 23.2
  - 2 are you going to do 21.4, 23.2
  - 3 Shall we meet up 22.5
  - 4 I'm going to watch 21.4, 23.2
  - 5 I'll get 22.5
  - 6 you'll enjoy 23.3
  - 7 I'm going to buy 21.4, 23.2
  - 8 I'll lend 22.5

- B**
- 1 I'm meeting 26.5
  - 2 I'm flying 26.5
  - 3 Shall I send 22.5
  - 4 you're coming 24.3
  - 5 you're staying 24.2
  - 6 will you bring 22.3
  - 7 I won't be able 23.2
  - 8 I'm visiting 22.5

- C**
- 1 you're 24.2
  - 2 won't 22.4, 23.2
  - 3 Shall 22.5
  - 4 am 21.4
  - 5 arrive 25.1
  - 6 I'm 21.4
  - 7 taking 24.2
  - 8 will 22.3
  - 9 I'll 22.4

- D**
- 'You'll meet Tim, one of the team guides, as soon as you ~~will~~ arrive [25.2] at the centre. He'll show you where to eat and sleep. Tim will check your bags when you ~~will~~ get up [25.2], to make sure you're ready for the day. It's important to have food and drink and an extra pullover. Before you ~~#~~ start walking [25.1], Tim will make sure you have your own map, in case you get lost. It's a fantastic place to go walking. You'll be able to see the sea after you ~~will~~ get [25.1] to the top of the mountain! But it can become cold very quickly.'

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